



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Administrative Services 233 State Office Building Atlanta, Georgia	Application Number 77-382-A	
Application Number		Date Received 1-21-81	Date Completed 1-29-81
2. Person to Contact Mary Anne Bauer		Working Title Principal Secretary	Telephone Number 656-2438
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. Merge 77-383 into 77-382 and void 77-383. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>77-382</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1961 To Date		5. Records Series Title (followed by title used in office, if different) Office of Administrative Services Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Administrative Services is responsible for providing supportive services to both the State Department of Education and local school systems through Fiscal Services, Facilities and Transportation, Regional Education Services, Public Information and Publications, Public Library Services and Local Systems Support, including School Food and Nutrition, USDA Food Distribution, Statistical Services and Textbooks.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: directing and coordinating supportive services by the Associate State Superintendent of Administrative Services. Included are: Correspondence, memoranda, reports, proposals, pamphlets, legal documents, analyses, schedules and any other type of record pertaining to the function of the Office. Not included are local school system files. File is arranged: numerically by unit number: (1) Department of Education files, including State Board; (2) Office of Administrative Services files. alphabetically by subject: General Subject Files; chronologically by year: Revenue Bond files (1961-76 Only).			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>3</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2+ _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date	
<i>Mark L. L. Bailey</i>	<i>1/20/81</i>	<i>Walker L. Baumgardner</i>	<i>1-6-81</i>	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date	
		State Auditor/Designee	<i>[Signature]</i>	<i>1-28-81</i>
		Secretary of State/Designee	<i>Charles Hart</i>	<i>1-26-81</i>
		Attorney General/Designee	<i>[Signature]</i>	<i>1-29-81</i>



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date November 30, 1977	1. Agency Address Department of Education Office of Administrative Services 233 State Office Building Atlanta, Georgia 30334	Application Number 77-382	Date Received DEC 1 1977
Application Number 18		Date Completed JAN 9 1978	
2. Person to Contact Mary Calhoun		Working Title Administrative Secretary	
		Telephone Number 656-2438	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1961		5. Records Series Title (followed by title used in office, if different) OFFICE OF ADMINISTRATIVE SERVICES SUBJECT FILES	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Administrative Services directs and coordinates supportive services to both local school systems and the State Department of Education through a variety of activities including, but not limited to, planning and evaluation, school food services, school plant services, school transportation services, liaison with local school systems, accounting services, grants management, financial review, EDP systems and procedures services, surplus property services, publications and information services, and general services.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <u>directing and coordinating supportive services to the Department of Education.</u> <u>Office of Administrative Services, except local school system and correspondence files.</u> Included are: reports, forms, pamphlets, legal documents, analyses, schedules, proposals, and any other type record relating to Department of Education. Not included are local school system and correspondence files. File is divided into four sections: Revenue Bond Files, arranged chronologically Civic and Professional Files, arranged alphabetically. General Subject Files, arranged alphabetically. State Board of Education Files, arranged chronologically.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>3</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>?</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>2</u> ; Shelves _____; Other (specify) <u>2 linear ft. publications, etc.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	2+	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are needed in the office for the general administration of the Office of Administrative Services for two years. Their availability at a remote location is needed for an indefinite period beyond this.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ed L. G. Lacey</i>	<i>11/30/77</i>	<i>Walker L. Baumgardner</i>	<i>11-9-77</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hays</i>	<i>1-9-78</i>
State Auditor/Designee		Secretary of State/Designee	Attorney General/Designee
<i>HS</i>		<i>11/1/78</i>	<i>1-9-78</i>